

## **Parent Awareness and Community Outreach Coordinator**

First Things First (Arizona Early Childhood Development and Health Board) is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and 31 Regional Partnership Councils, First Things First engages diverse constituencies across the state to accomplish its mission. Organizational values include a child and family centered focus that is coordinated and collaborative; a comprehensive systems approach with continuous inquiry, learning and reflection; and, transparency and strong accountability toward achieving outcomes that will ensure all young children start kindergarten ready to succeed in school and life.

### **Position Summary**

With the FTF leadership, staff and Regional Council members, the Parent Awareness and Outreach Coordinator will be responsible executing targeted educational outreach strategies regarding First Things First in Coconino County including: meetings, presentations, public speaking, events, media outreach, e-activity, and other outreach strategies as determined. These strategies are targeted toward parents, caregivers, civically minded individuals, business and community leaders and elected officials.

### **Essential job responsibilities and results:**

- In partnership with central office and NE Maricopa council staff, help meet the goal of engaging 25,000 Arizona citizens and organizations to actively champion early childhood development and health by December 31, 2013.
- In coordination with FTF Coconino Regional Partnership Council members, assume responsibility for outreach in a NE Maricopa and with a pre-determined set of outreach targets.
- Write outreach plan for assigned Coconino Region and priority audiences; regularly update outreach plan in coordination with regional council and staff.
- Act as an expert resource and spokesperson for First Things First.
- Provide outreach and education to diverse audiences through presentations, trainings, one-on-one meetings, events, e-activity, and other outreach strategies.
- Provide regular follow-up with outreach audiences to ensure education activities are completed, including media outreach.
- Track and record outreach activities with database and other tracking tools.
- Regularly contribute to writing correspondence to FTF champions, including blogs, newsletters, Twitter, and Facebook posts.
- Other duties as needed to complete FTF outreach goals.

**Qualifications:**

- Some college preferred, with background in community outreach, sociology, communications, or related field a plus.
- Knowledge of tribal communities and/or cultural competency exhibited through documented work done within other indigenous communities.
- Strong organizational skills necessary with special attention to detail and follow through.
- Excellent communication (oral, written, presentation, and interpersonal) skills required.
- Experience with educational outreach is a distinct advantage.
- Ability to coordinate multiple projects and events simultaneously.
- Must be able to work flexible hours, including some evenings and weekends.
- Some travel required.
- Ability to work professionally in a fast-paced environment.
- Ability to build and maintain positive relationships.
- Must be self-directed and self-motivated, with ability to work collaboratively and independently.
- Strong computer skills, including database and Internet proficiency.
- This position requires day and evening travel of upwards to 30% both within and outside of Coconino County. Must possess and maintain a valid Arizona driver's license and show evidence of valid automobile insurance coverage.

This position will be responsible for conducting community outreach specifically in the Coconino Region, which includes Northern Arizona, crossing three different county lines (Coconino, Navajo, and Mohave). The region includes the tribal lands of the Havasupai Tribe, the Hopi Tribe, and the Kaibab Band of Paiute Tribe.

Review of resumes will begin on Tuesday, October 11 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references by close of business on Friday, October 7, 2011 to:

[hmulholland@azftf.gov](mailto:hmulholland@azftf.gov)

This position is not covered by the State Personnel Merit System, but the State of Arizona provides a comprehensive benefits package, including a top-rank retirement plan, low cost health and dental coverage, supplemental policies such as vision and short-term disability, and generous leave programs. Salary range for this position is \$40,000 to \$55,000.

The State of Arizona offers an outstanding comprehensive benefits and retirement package with elective benefits for new employees hired on or after July 20, 2011 subject to a 90 day waiting period.

Positions in this classification participate in the Arizona State Retirement System (ASRS).with enrollment eligibility effective after 27 weeks of employment.

The State of Arizona is an Equal Opportunity Employer. Pursuant to the Americans with Disabilities Act, the State will make reasonable accommodation(s) during the employment process.

Effective January 1, 2008 all newly hired employees will be subject to the E-Verify Employment Eligibility Verification Program.